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| <p style="text-align: center;">TOWN OF VIENNA, VIRGINIA ADMINISTRATIVE REGULATIONS</p> | | |
| <p><u>Subject:</u></p> <p style="text-align: center;">FLEXIBLE WORK HOURS</p> | <p><u>Regulation No:</u></p> <p style="text-align: center;">2.13</p> | <p><u>Effective Date:</u></p> <p style="text-align: center;">June 24, 2009</p> |
| | <p>Supersedes: August 9, 2007</p> | |

I. Purpose

This Administrative Regulation provides information and guidelines concerning the administration of the Town's flextime program.

II. Applicability

This program is available to all employees working at the Town Hall, Community Center and Police Headquarters facilities.

III. Definitions

A. Flextime: An alternate work schedule by which an employee may work within specified limits dictated by the needs of the job and is subject to management review and approval.

B. Core Time: The time designated during which all employees must be present at work.

C. Flexible Span of Hours: Arrival and departure limits of the program. Under this program, employees may begin work no earlier than 6:30 a.m., nor finish before 3:00 p.m.

D. Flexible Schedule: The time designated during which the employee, after gaining appropriate approvals, may choose his or her arrival and departure time.

IV. Policy

A. In an effort to accommodate the needs of employees within the context of organizational requirements, increase productivity and customer service, and to attract and retain highly motivated employees, the Town may authorize the implementation of flextime schedules. No flextime authorization shall adversely affect the ability of the department or division to remain fully open and available for the conduct of the public's business nor shall it cause any increase in cost.

B. Flextime is not a right of any Town employee. It is a privilege voluntarily agreed to by an employee and the Town of Vienna. It may be determined that flextime is not appropriate under any circumstances for a particular position or operation. A department head, Administrative Services Director, or Town Manager may revoke flextime work schedules for any or no reasons.

V. Administration

A. Department heads must consider Town obligations and priorities, desirable levels of customer

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service, organizational equity and employees' morale and productivity to determine which employees or groups of employees can be eligible for flextime schedules.

B. Core hours for employees working in the Town Hall offices are 9:30 a.m. through 3:00 p.m., Monday through Friday. As their service demands and needs continually change due to conditions or seasons, the department heads for the Community Center and Police Headquarters are responsible for determining their core hours as needed. In these instances, their core hours must be established in writing and posted in areas visible to all affected employees.

C. Flexible schedules which authorize more than a 40-hour work week shall be approved in advance by the Administrative Services Director to ensure compliance with Fair Labor Standards Act (FLSA) requirements.

Employees identified as nonexempt in the Town's Position Listing may not work more than 40 hours within a seven consecutive day work week without receiving overtime pay or compensatory leave, even if the overtime is worked in connection with a flexible work schedule and at the request of the employee. FLSA eligible employees may not waive their entitlement to overtime pay or compensatory leave for time worked in excess of 40 hours in order to facilitate a flexible work schedule.

D. Departments should solicit employee involvement prior to issuing a flextime schedule to ensure that operational and employees' needs are addressed to the fullest extent possible.

E. Departmental flextime guidelines should be provided in writing to all employees to ensure that the department's specific procedural requirements are understood.

F. The flextime schedule for any employee shall be set forth in writing and placed in the employee's personnel file housed in the Administrative Services Department. Individual flextime schedules shall be made known throughout the employee's department/division in order to facilitate communication and coordination of work.

G. Employees with documented tardiness, attendance or performance problems shall be excluded from participation in the flextime program. For purposes of administering this regulation only, this shall include any written form of counseling or disciplinary action within six months from the date of application to participate in the flextime program.

H. Supervisors may temporarily suspend any approved flextime schedules if the workload requirements or work performance so dictate.

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:

FLEXIBLE WORK HOURS

Regulation No:

2.13

Effective Date:

June 24, 2009

Supersedes: August 9, 2007

I. Flexible schedules shall be for at least sixty (60) continuous days, but no longer than one calendar year. Employees may reapply for participation in the flextime program at least fifteen (15) days before expiration of the authorization period.

J. Participants in the program must maintain a written, daily log of arrival and departure times. The Administrative Services Director or Town Manager can review this log at any time. Failure by an employee to maintain their log or adhere to their approved schedule can result in the immediate revocation of their flextime schedule. The Town's intranet site will be expanded to allow for online maintenance of this log. Once operational, all flextime participants will be required to log on to this site and record their work hours on this system.

K. The Administrative Services Director shall maintain an up to date list of all flextime participants and is responsible for oversight, management and compliance with these regulations.

L. Participation in the flexible work schedule program can only be obtained through submission and completion of the official application for flextime schedule. No other document or form can be substituted nor can any part of the approval process be bypassed or omitted.

VI. Holidays

A. Holiday Pay

- i. Employees will receive holiday pay in the amount of hours that the employee would have regularly worked on that day.

B. Replacement Holidays when Holidays Fall on Non-Work Days

- i. If a holiday falls on a day when the employee is not scheduled to work, then the preceding workday shall be given off instead, even if the replacement holiday is in a different pay period.
- ii. The exception is a holiday that falls on a Sunday when the employee was not scheduled to work; in that case the next scheduled workday will be the replacement day off. However, each department head can handle this differently if the plan described here would have an adverse impact on service to the public, productivity, or cost.
- iii. Part-time employees will not be given a replacement day off for holidays that fall on days when the employee is not scheduled to work.

VII. APPLICABLE DOCUMENTS

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A. Application for Flex Time Schedule (AS 2.13-1).

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| Signature of Town Manager: | Date: |
|  | 6-24-09 |